

MBCC Online Subgrant Application System Step-By-Step Instructions

Important: Please refrain from using the Browser's "Back" button to go back to a previous page. Use the "Continue" and "Back" buttons provided on the each page of the application to navigate through the application.

The screenshot shows the 'User Login' page of the 'ONLINE SUBGRANT APPLICATION SYSTEM'. The page has a green header with navigation links: 'Instructions', 'How do I...?', and 'Feedback'. The main content area is white with a green border. It features a 'User Login' section with input fields for 'User ID' and 'Password', a 'Login' button, and links for 'New User?' and 'Forgot your password?'. Below this is a 'TRY THE DEMO' button. The footer contains links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo.

Login Screen:

Click on [New User?](#) Link to take you to the new user registration page. New User feature is for first time only.

The screenshot shows the 'New User Registration' page of the 'ONLINE SUBGRANT APPLICATION SYSTEM'. The page has a green header with navigation links: 'Instructions', 'How do I...?', and 'Feedback'. The main content area is white with a green border. It features a 'New User Registration' section with a warning: 'You must register for online applications at least 7 working days before the application is due. (All Fields Are Required)'. Below this are input fields for 'Choose Login ID', 'Password', 'Confirm Password', 'First Name', 'Last Name', 'E-mail Address', and 'Phone'. A shaded gray section titled 'Agency Information' contains fields for 'Agency Name', 'Address', 'City', 'County', 'Agency Type' (a dropdown menu), 'ST' (a dropdown menu), 'Zip', and 'Federal Employer or Payee Identification Number (FEIN)'. A 'Create' button is at the bottom. The footer contains links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo.

New User Registration:

All fields are required and you will receive a pop up message if you didn't fill in a field.

Once all the fields are filled in, click the **Create** button to send a notice to MBCC that you have registered. MBCC will active you with in 5 business days.

The screenshot shows the 'ONLINE SUBGRANT APPLICATION SYSTEM' header with links for 'Instructions', 'How do I...?', and 'Feedback'. The main content area is titled 'User Created' and displays 'User ID: C19999'. It contains three paragraphs of text: 'A request has been sent to the Montana Board of Crime Control to activate your account. You will be sent an e-mail notifying you when your account has been activated.', 'An e-mail has been sent to you acknowledging receipt of this request.', and 'If you do not receive an e-mail notifying you that your account has been activated within 5 business days, please contact the Montana Board of Crime Control at: 406-444-3604 or send an e-mail to mbcc@mbcc.mt.gov'. A yellow button labeled 'MBCC Home Page' is centered below the text. The footer includes links for 'Online Services', 'Department of Justice', 'Montana Board of Crime Control', 'Privacy & Security', 'Accessibility', and 'Contact Us', along with the 'mt.gov' logo and the text 'Montana's Official State Website'.

The screenshot shows the 'ONLINE SUBGRANT APPLICATION SYSTEM' header with links for 'Instructions', 'How do I...?', and 'Feedback'. The main content area is titled 'My Applications' and contains the text: 'Please choose from the following to file a new application, or continue working on a prior saved application, or view and/or print a submitted application (if any)'. There are two yellow buttons: 'File A New Application' and 'Log Off'. Below these is the word 'or'. A green box titled 'Saved Applications (Choose one):' contains a table with two columns: 'Project Title' and 'RFP'. The first row shows 'Juvenile Program' and '#06-13 Juvenile Justice Accountability Block Grant'. Below the table are four yellow buttons: 'Continue', 'Finalize', 'Print Draft', and 'Delete'.

Click on **File A New Application** to select a different RFP and start a new grant application.

Click **Log Off** to exit and log off.

Click **Saved Applications** to view or continue a saved RFP.

Click **Continue** to advance to the next screen and continue working on the selected **Saved Application**.

Click **Finalize** to finalize the selected application. An application cannot be edited or changed once it has been finalized.

Click **Print Draft** to go to the Draft PDF file of the selected application and print.

Click **Delete** to delete the selected application

ONLINE SUBGRANT APPLICATION SYSTEM [Instructions](#) [How do I...?](#) [Feedback](#)

Section 1. Face Page

Face Page - Part 1

Agency Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

County: _____ Phone: _____

Federal Employer or Payee Identification Number (FEIN): _____

If you need to make any changes to your Agency information, please e-mail MBCC at mbcc@mt.gov

Program Street Address. (Do not enter if this is a non-disclosed location)

Address: _____

City: _____ ST: _____ Zip: _____

Save and Continue **Save** **Log Off** **Back**

Section 1. Face Page

Face Page – Part 1 will auto populate. If changes are needed, e-mail the Board of Crime Control.

Click **Save and Continue** to Save Information and Continue to Next Page.

Click **Save** to Save Information on this Page.

Click **Log Off** to Exit and Log Off.

Click **Back** to go back to the Previous Page.

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Section 1. Face Page

Face Page - Part 2

All Fields Are Required.

Proj. Dir. Name: _____

Proj. Dir. Title: _____

Address: _____
(Please use business address)

City: _____ ST: _____ Zip: _____

County: _____ Phone: _____ E-mail: _____

Save and Continue **Save** **Log Off** **Back**

Section 1. Face Page

Face Page – Part 2. Enter information for project director. All fields are required.

Click **Save and Continue** to Save Information and Continue to Next Page.

Click **Save** to Save Information on this Page.

Click **Log Off** to Exit and Log Off.

Click **Back** to go back to the Previous Page.

ONLINE SUBGRANT APPLICATION SYSTEM Instructions How do I...? Feedback

Section 1. Face Page

Face Page - Part 3

*** denotes required fields.**

*** Project Title:**

*** Project Duration(MM/DD/YYYY):** *** Start:** / / *** End:** / /

*** Other Federal Support:**
(If using other federal support on this project, it must be identified and explained):

If previously funded, indicate the total number of months of federal support:
If 'Other' Months =

*** If a Continuation Grant, indicate previous MBCC grant number:**

Section 1. Face Page

Face Page – Part 3. Enter information for **Project Title, Project Duration, Other Federal Support.** Complete remaining information as applicable.

Click **Save and Continue** to Save Information and Continue to Next Page.

Click **Save** to Save Information on this Page.

Click **Log Off** to Exit and Log Off.

Click **Back** to go back to the Previous Page.

Section 2. Project Budget Guidelines

Note: Be sure to click on the "Save ... Info" button to save changes or add more lines. Use the Delete checkbox to remove a budget line item. Do not enter \$ symbol or commas in the amounts.

A. Personnel	Compensation	MBCC	Local	Delete	TOTAL
<input type="text"/>	Salary <input type="checkbox"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Save Personnel Info.					Total Personnel Budget: \$0.00

B. Contracted Services	MBCC	Local	Delete	TOTAL
Printing	<input type="text" value="10000.00"/>	<input type="text" value="2000.00"/>	<input type="checkbox"/>	\$12,000.00
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Save Cont. Serv. Info.				
Total Contracted Services Budget: \$12,000.00				

C. Travel and Per Diem	MBCC	Local	Delete	TOTAL
Trips to Missoula	<input type="text" value="5000.00"/>	<input type="text" value="1400.00"/>	<input type="checkbox"/>	\$6,400.00
Trips to Havre	<input type="text" value="4000.00"/>	<input type="text" value="1200.00"/>	<input type="checkbox"/>	\$5,200.00
Trips to Butte	<input type="text" value="200.00"/>	<input type="text" value="100.00"/>	<input type="checkbox"/>	\$300.00
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Save Travel Info.				
Total Travel and Per Diem Budget: \$11,900.00				

D. Equipment	MBCC	Local	Delete	TOTAL
Computer	<input type="text" value="1000.00"/>	<input type="text" value="200.00"/>	<input type="checkbox"/>	\$1,200.00
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Save Equipment Info.				
Total Equipment Budget: \$1,200.00				

E. Operating Expenses	MBCC	Local	Delete	TOTAL
Rent	<input type="text" value="9000.00"/>	<input type="text" value="2500.00"/>	<input type="checkbox"/>	\$11,500.00
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Save Oper. Exp. Info.				
Total Operating Expenses Budget: \$11,500.00				

Summary Totals	MBCC	Local	TOTAL
Total Project Budget:	\$29,200.00	\$7,400.00	\$36,600.00
Project Percentages:	79.70%	20.22%	100.00%

Section 2. Project Budget

Refer to the RFP and application guidelines regarding content information. The information you see in the categories is for example only. Enter the budget information for each line item you are requesting funds.

To enter project budget, tab to enter dollar amounts, if applicable, enter Local match. Click the **Save ... Info.** button to insert another row for each line item and save all the data.

If you need to delete a line, check the box under the Delete column and click the **Save** button at the bottom of the screen.

Once you have entered all your information for each line item, click the **Save and Continue** button at the bottom to go to the next screen.

ONLINE SUBGRANT APPLICATION SYSTEM [Instructions](#) [How do I...?](#) [Feedback](#)

Section 3. Budget Narrative [Guidelines](#)

In this section, you will need to upload a **PDF (Portable Document Format)** document detailing the **Budget Narrative** by clicking on the "Upload Budget Narrative" button on this page.

Follow the instructions in the [MBCC Subgrant Application Guidelines](#) and the RFP for this grant on what to present and explain in the Narrative document. In addition, the document will have to conform to the following format:

1. **Arial or Helvetica font.**
2. **12 point.**
3. **Double-spaced.**

You can use the word processing software of your choice, like Microsoft Word, to create the Narrative document and then convert it to PDF before uploading it. Instructions on converting MS Word documents to PDF can be found at the bottom of this page under the "How to convert documents to PDF format" link. Users of the WordPerfect/StarOffice/OpenOffice software can convert to PDF from within the software.

Explain the relationship between budgeted items listed in Section 2 and project activities. Include information (data and criteria) as to how you arrived at budget estimates. Discuss all items by category (i.e., completely describe all activities under **A. Personnel** before moving on to the next applicable section). Some items to consider for each budget category are listed below.

If the operations of this project are expected to generate income, please discuss possible sources, amounts, and how it will be used.

A. Personnel Costs:

1. How were salary rates determined (FTE or part-time)?
2. What is included in fringe benefits?
3. What function(s) do budgeted employees perform?

B. Contracted Services:

1. What is the daily fee of consultant?
2. How many days will service be provided?
3. What service will be provided?

C. Travel and Per Diem:

1. Indicate mileage and per diem calculations using state rates.
2. Is mileage and per diem directly related to project activities?
3. If out-of-state travel is anticipated, give particulars (i.e., location, state, dates, purpose, cost).

D. Equipment:

1. Description of equipment: make, model, etc.
2. What is unit cost?
3. Equipment must be integral to project success.

E. Operating Expenses:

See Section 3 of the [MBCC Subgrant Application Guidelines](#) for more complete instructions. Please check the appropriate RFP for match requirements, and further instructions specific to the grant program.

[How to convert documents to PDF format](#)

Click on the PDF icon to the right to view your previously uploaded Budget Narrative: 

If you had not uploaded a narrative document or wish to overwrite/replace a previously uploaded narrative, click on the "Browse" button to browse your computer for the Budget Narrative PDF document that you had created for this narrative. *If you had previously uploaded a narrative document, uploading another again will overwrite the previously uploaded document.*

Budget Narrative PDF Doc To Upload:

[Online Services](#) [Department of Justice](#) [Montana Board of Crime Control](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)



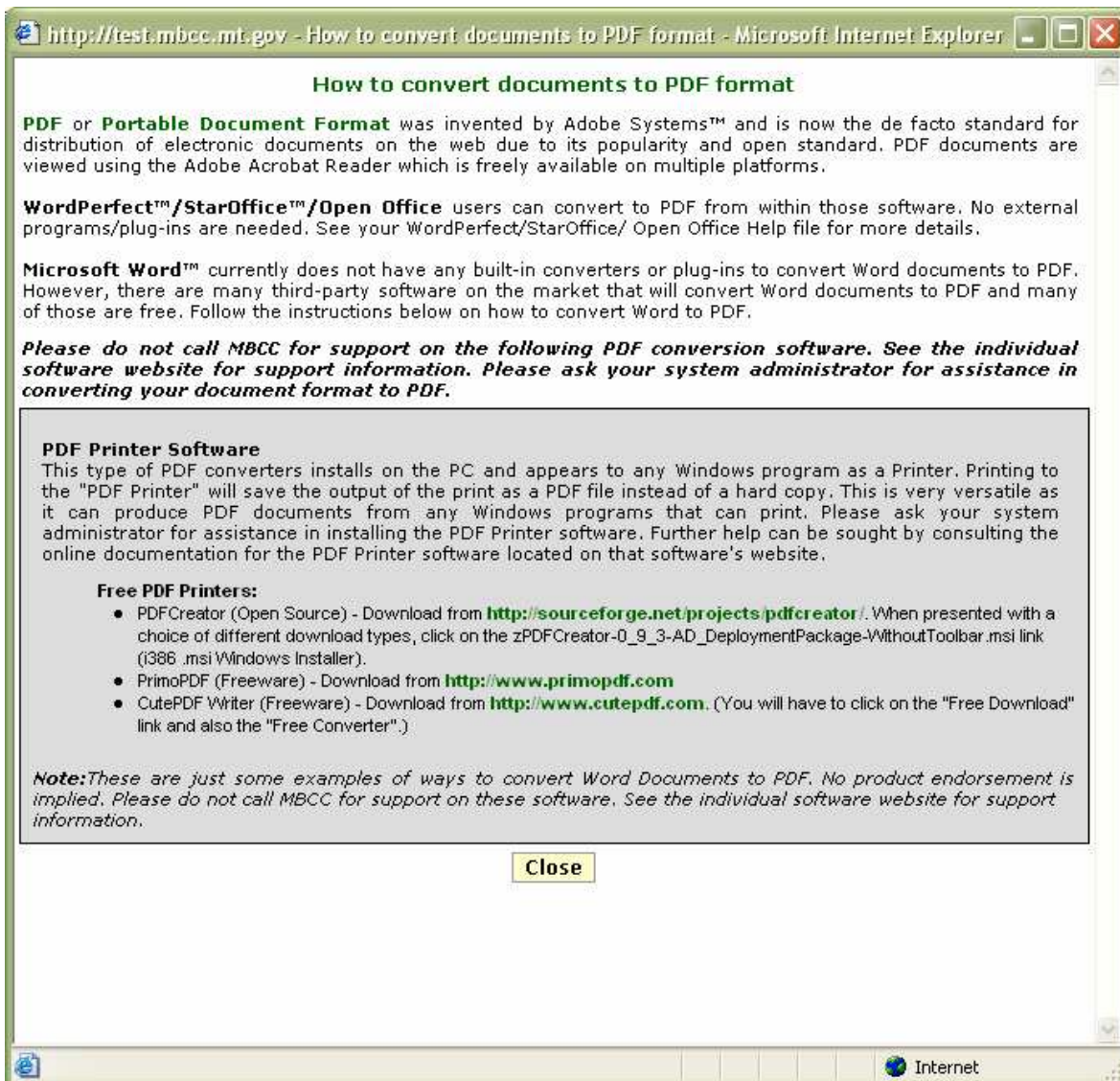
Montana's Official State Website

Section 3. Budget Narrative

The application can only accept PDF formatted documents. Follow instructions on [How to convert documents to PDF format](#) and upload the Budget Narrative documents into the application.

To find the Budget Narrative document on your computer, click **Browse...** and locate your document. Click **Upload Budget Narrative Doc** to upload into application.

Once you have successfully completed the upload, click **Continue** to go to next screen.



How to Convert to PDF Format

Please refer to instructions in above web box. Once you have successfully completed the conversion, click **Close** to take you back to the narrative screen you were previously using.

ONLINE SUBGRANT APPLICATION SYSTEM [Instructions](#) [How do I...?](#) [Feedback](#)

Section 4. Project Narrative [Guidelines](#)

In this section, you will need to upload a **PDF (Portable Document Format)** document detailing the **Project Narrative** by clicking on the "Upload Project Narrative" button on this page.

Follow the instructions in the [MBCC Subgrant Application Guidelines](#) and the RFP for this grant on what to present and explain in the Narrative document. In addition, the document will have to conform to the following format:

- Arial or Helvetica font.*
- 12 point.*
- Double-spaced.*

You can use the word processing software of your choice, like Microsoft Word, to create the Narrative document and then convert it to PDF before uploading it. Instructions on converting MS Word documents to PDF can be found at the bottom of this page under the "How to convert documents to PDF format" link. Users of the WordPerfect/StarOffice/OpenOffice software can convert to PDF from within the software.

Begin the **Project Narrative** with an **Executive Summary** that provides a clear, concise summary of what is being proposed. In addition to the **Executive Summary**, please provide a summary description of each area in the Project Narrative document. Clearly present each topic, separated by subject headings.

You must address each of the following six areas:

- Needs Statement** - Describe and document the problem.
- Goals** - The desired long-range effect of your project.
- Objectives** - Concise statements of what, how much, when and by whom a major activity or task will be completed.
- Implementation Plan** - The sequence of events which will occur to accomplish the objectives.
- Evaluation** - Describe how you will measure the level of success.
- Future Funding/Sustainability Plan** - Strategic plan for how the project will be supported beyond the first year.

Do Not Exceed 2 pages for Executive Summary and 12 pages for Project narrative.

See Section 4 of the [MBCC Subgrant Application Guidelines](#) for more complete instructions and a checklist for your use to ensure that each element of the application is completed. Please check the appropriate RFP for match requirements and further instructions specific to this grant program.

It is important that you follow directions, provide complete information, and submit the material in the order requested. All of these steps assist the staff and Board in evaluating the quality of your proposal.

[How to convert documents to PDF format](#)

Click on the PDF icon to the right to view your previously uploaded Project Narrative:

If you had not uploaded a narrative document or wish to overwrite/replace a previously uploaded narrative, click on the "Browse" button to browse your computer for the Project Narrative PDF document that you had created for this narrative. *If you had previously uploaded a narrative document, uploading another again will overwrite the previously uploaded document.*

Project Narrative PDF Doc To Upload:

[Online Services](#) [Department of Justice](#) [Montana Board of Crime Control](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)

Montana Crime Control Board

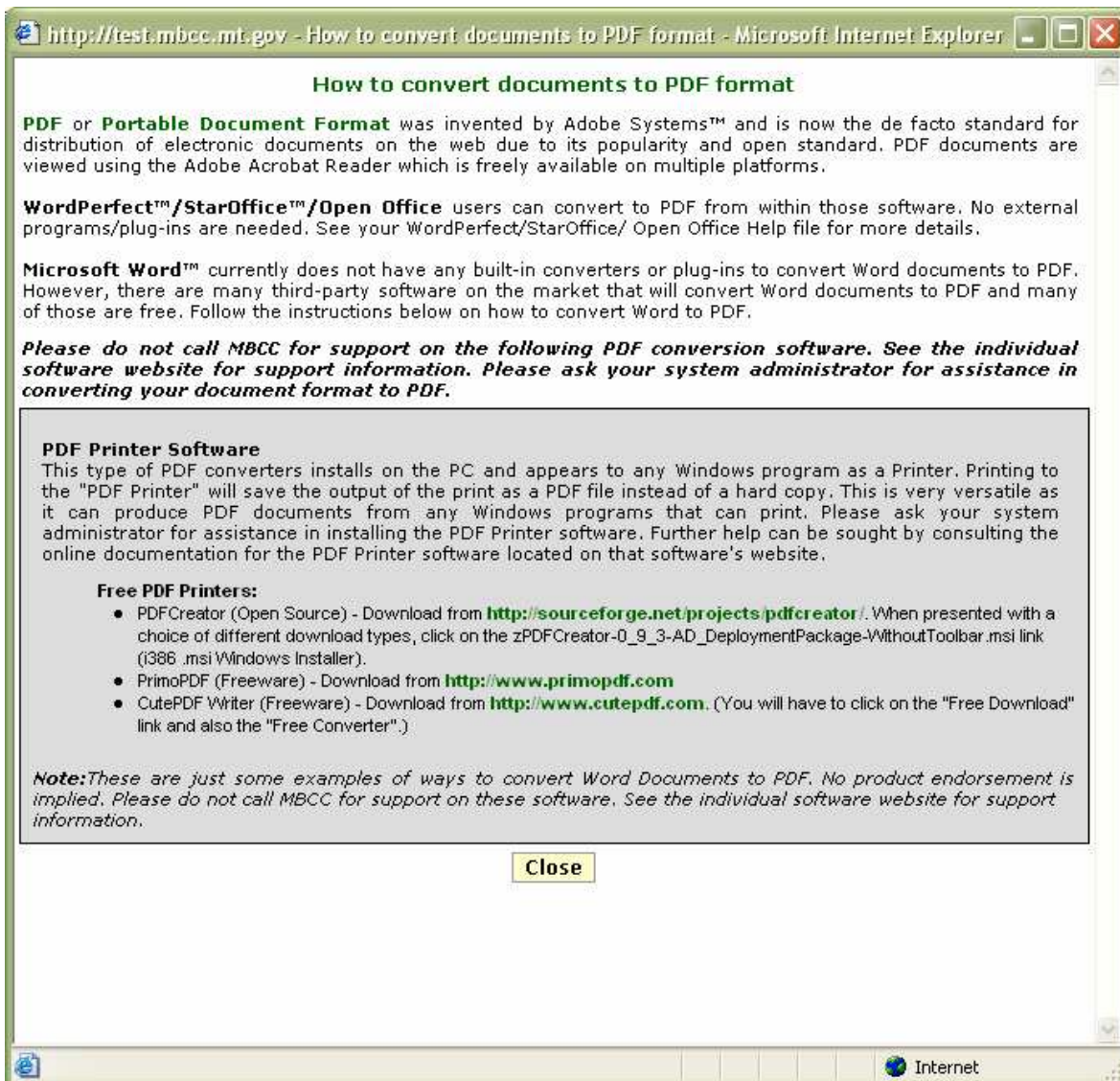
Done

Section 4. Project Narrative

The application can only accept PDF formatted documents. Follow instructions on [How to convert documents to PDF format](#) and upload the Project Narrative documents into the application.

To find the Project Narrative document on your computer, click **Browse...** and locate your document. Click **Upload Project Narrative Doc** to upload into application.

Once you have successfully completed the upload, click **Continue** to go to next screen.



How to Convert to PDF Format

Please refer to instructions in above web box. Once you have successfully completed the conversion, click **Close** to take you back to the narrative screen you were previously using.

Section 5. Special Assurances and Conditions

Assurances of Compliance with Civil Rights Act of 1964:
The applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964, as amended, and all requirements imposed by or pursuant to Regulations of the Department of Justice (28 CFR Part 42) issued pursuant to that title, to the end that no person shall on the ground of race, color, religion, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

Non-supplanting Requirements:
Funds or other resources of the applicant normally devoted to programs and activities designed to meet the needs of criminal justice will not be diminished in any way as a result of a grant award of federal funds.

The project for which assistance is being requested will be in addition to, and not a substitute for, criminal justice services previously provided without federal assistance.

Audit Requirement:
Acceptance of this grant award requires the subgrantee organization or governmental entity to include this subgrant in the scope of their regularly scheduled annual or biennial audit. The audit must be conducted in accordance with the appropriate OMB Circular (A-128, A-133, A-102/Common Rule).

Applicants Agreement:
It is understood and agreed by the applicant: that any grant received as a result of this application shall be subject to the Grant Conditions and other policies, regulations, and rules issued by the Department of Justice for the administration of grant projects under (P.L. 100-690) including, but not limited to, the following:

1. Competitive bids must be obtained for all equipment, construction and contracted services applications, as required by applicable local, state, or federal law or regulations. Accepting other than the lowest bid requires prior approval of the Board of Crime Control;
2. The grant may be terminated in whole, or in part, by the Board of Crime Control at any time;
3. Appropriate grant records and accounts will be maintained and made available to the Montana Board of Crime Control, Office of the Legislative Auditor, or the Legislative Fiscal Analyst upon request;
4. The grantee shall assume the costs of improvements funded after a reasonable period of federal assistance;
5. If any agency other than the applicant is to contribute matching funds, that agency must document their contribution;
6. Any funds awarded under one subgrant cannot be used in another;
7. Expenditures for items not listed on the original budget are subject to refund and/or penalty. Variances from the approved subgrant will require an amendment approved in advance by the Board of Crime Control;
8. All applicants are subject to federal, state, and local laws and regulations;
9. The subgrantee shall not obligate any funds until subgrant is formally awarded by the Board of Crime Control; and
10. Draw down of funds is contingent upon submission of quarterly financial reports and quarterly progress reports.
11. When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds shall clearly state: 1) the percentage of the total cost of the program or project which will be financed with federal money, and 2) the dollar amount of federal funds for the project or program.
12. Rules 23.14.101 et seq. of the Administrative Rules of Montana.
13. The subgrantee agrees to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact requirements in the use of these grant funds either directly or indirectly by subcontractors.
14. In the event a Federal or State court of Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds, the recipient will forward a copy of the funding to the Office of Civil Rights, Office of Justice Programs.

The Official Budget Representative signature in Section 6 certifies agreement with this Special Assurances and Conditions.

I Agree

Log Off

Back

Done

Section 5. Special Assurances and Conditions

Click **I Agree** confirms that **Section 5. Special Assurances and Conditions** have been read and agreed to by the Official Budget Representative.

Click **Log Off** to Exit and Log Off.

Click **Back** to Go back to Previous Page.

ONLINE SUBGRANT APPLICATION SYSTEM [Instructions](#) [How do I...?](#) [Feedback](#)

Section 6. Signature Page
(All Fields Are Required except for Clerk/Clerk Recorder which is required for Cities/Counties only)

Signature lines will appear in the generated PDF document after finalizing the application. Print this page of the PDF document and sign. All required parties must sign. Then mail this page to MBCC.
 Private Non-Profit organizations must also mail in supporting IRS documentation to prove their 501(c)(3) status.
The officials who certify this document to include Section 5: Special Assurances and Conditions, agrees to adhere to all terms and conditions relating to this application. Duplication of responsibilities by one individual for any position listed below is NOT acceptable. (Please refer to the Application Guidelines regarding signatures.)
--- Original Signatures are Required ---

A. Official Budget Representative (City/County Commissioner, Mayor, Department Head or President of Board of Directors.)

Name: Title:
 Address: City:
 Zip: Phone:
 E-mail: Fax:

B. Project Director

Name: Title:
 Address: City:
 Zip: Phone:
 E-mail: Fax:

C. Financial Officer

Name: Title:
 Address: City:
 Zip: Phone:
 E-mail: Fax:

D. Clerk/Clerk & Recorder (Required for City and Counties Only)

Name: Title:
 Address: City:
 Zip: Phone:
 E-mail: Fax:

NOTE: Please proof read your application carefully to make sure that all required information are included. Please review the RFP checklist for any additional documentation that may be required (such as letters of support, VOCA addendum, Resource Disclosure Form) and mail to MBCC along with the signed signature page.

Done

Section 6. Signature Page

Fill in sections A thru C (Section D, fill in if City or County).

Click **Finalize Application** to finalize this application. An application cannot be edited or changed once it has been finalized.

Click **Save** to Save Information on this Page.

Click **Print Draft** to print a draft of this application.

Click **Back** to Go back to Previous Page.